

**United States Department of Agriculture**

Research, Education, and Economics  
Agricultural Research Service

March 5, 2002

SUBJECT: Followup to ARS-425 Memo

TO: Area Directors

FROM: Dwayne R. Buxton /s/  
Deputy Administrator

As a followup to my memo dated February 15, 2002, I am providing further guidance and information regarding the processing of form ARS-425, "Authorization to Apply For and Use Funds from Outside Sources."

As previously stated, the ARS-425 must be approved prior to submitting a proposal to outside sources for funding. The ARS-425 should be initiated near the beginning of the grant proposal writing process, not at the end. Scientists should not wait until the proposal is complete to submit ARS-425. The ARS-425 requires a minimal amount of information that needs to be entered and should be known to scientists at the beginning of the proposal writing process.

From the National Program Staff (NPS) standpoint, we are changing our approval process to eliminate any untimely delays. NPS will initiate a new approval process that will allow us to complete our evaluation of ARS-425s within three working days. This new process should eliminate concerns that scientists may have about not receiving timely decisions which could prevent them from submitting their proposals to the funding organizations by the designated deadlines.

cc:

E. Knipling, OA

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Research, Education, and Economics  
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February 15, 2002

SUBJECT: ARS-425 "Authorization to Apply For and Use Funds From Outside Sources"

TO: Area Directors

FROM: Dwayne R. Buxton /s/  
Deputy Administrator

In 1995, the Policies and Procedures (P&P) 321.1 on "Acceptance of Non-Appropriated Funds to Conduct Research or Perform Services" was revised in order to streamline the paperwork and approval process and to enable funding to be received in a timely and efficient manner.

In accordance with P&P 321.1, the Form ARS-425 "Authorization to Apply For and Use Funds From Outside Sources" is to be fully approved before a proposal can be submitted to a potential source of outside funds. In addition, the research should support the mission of ARS, should be of mutual interest to ARS and the outside source of funds, should supplement without detracting from the programs of the scientist and the unit performing the work, and should be related to the expertise and assignment of the individual(s) performing the work.

Over the years since the streamlining process, the approval process has become somewhat relaxed. Therefore, we are re-emphasizing that the ARS-425 must be entered in RMIS/ARIS and fully approved through the Area Director if under \$25,000 and, if over \$25,000, through the National Program Staff before any proposal is submitted to an outside source of funding.

If there are any questions or concerns, please let me know.

cc:

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